



## JOB DESCRIPTION

Title: **TELECOMMUNICATIONS MANAGER**  
Department: Information Systems  
Class Code: 1827  
FLSA Status: Exempt  
Effective Date: February 25, 1998 (Rev. 01/2007)  
Grade Number: 23

### GENERAL PURPOSE

Under the direction of the Mayor, plans, organizes, and directs the implementation and support of the telecommunication projects of Murray City.

### EXAMPLE OF DUTIES

- \*-- Develops and administers telecommunication policies and procedures in compliance with local, State, and Federal government regulations.
- \*-- Oversees development or modification of various telecommunication services or systems.
- \*-- Coordinates the design, installation, maintenance, and upgrade of Murray City's fiber optic system and its supporting facilities.
- \*-- Reviews completed projects to ensure that objectives are met.
- \*-- Develops and administers budgets associated with Murray City's telecommunication program.
- \*-- Works with city departments in the planning and delivery of various telecommunication services.
- \*-- Prepares required telecommunication reports and filings.
- \*-- Coordinates the various marketing functions related to telecommunication services.
- \*-- Develop applicable rate structures and service agreements for delivery of telecommunication services to Murray City customers.
- \*-- Completes special marketing research studies as needed.

- \*-- Negotiates contracts with applicable service providers.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Bachelor's Degree in telecommunications, computer information systems, or business and two (2) years experience, (within the past five (5) years) in a position directly responsible for design and administration of voice, data, and/or video broadband networks or any equivalent combination of education and experience.

### Special Requirements

- None

### Necessary Knowledge, Skills and Abilities

- Comprehensive knowledge of telecommunication utility operations, and its related equipment, plus a demonstrated proficiency in administering communications marketing programs. Requires accomplished computer skills, excellent organizational skills and ability to effectively coordinate with multiple project participants and subscribers.
- Excellent oral and written communication skills.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing, spreadsheet and database software; phone; vehicle; pager; copy and fax machine and other equipment pertaining to this position.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk, talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet to moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.